



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers  
WASHINGTON, D.C. 20314-1000

REPLY TO  
ATTENTION OF:

CEEEO

2 September 1997

MEMORANDUM FOR COMMANDERS/DIRECTORS, MAJOR SUBORDINATE COMMANDS,  
LABORATORIES, AND HUMPHRIES ENGINEER CENTER  
SUPPORT ACTIVITY

SUBJECT: Staffing of EEO Officer Positions

1. Reference memorandum, HQDA, ASA(M&RA), 22 January 1996,  
subject: Staffing of EEO Director/Officer Positions (Enclosure).
2. Selecting officials will select candidates for EEO Officer  
positions in accordance with established personnel procedures.
3. I strongly support Ms. Lister's efforts to ensure that we  
select only the very best people for EEO Officer positions. Care  
should be taken not to fill these positions with minimally  
qualified individuals with limited experience or insight. Your  
EEO Officer <sup>must</sup> be able to give you expert civil rights advice  
and skilled management of your affirmative action and diversity  
initiatives.
4. The USACE EEO Career Program Manager will contact each  
selecting official for EEO Officers to provide guidance and  
assistance in defining selection criteria and recommending  
candidates for selection.
5. Please refer your questions to the Chief, Office of Equal  
Employment Opportunity by electronic mail (CEEEO) or by telephone  
(202-761-0095).

FOR THE COMMANDER:

Enclosure

ALBERT J. GENETTI, JR.  
Major General, USA  
Deputy Commander



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY  
MANPOWER AND RESERVE AFFAIRS  
111 ARMY PENTAGON  
WASHINGTON DC 20310-0111

January 22, 1996



MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Staffing of EEO Director/Officer Positions

In recent months it has come to my attention that some commands/installations are not filling their vacant EEO Officer positions in a timely manner. In some instances, positions are being staffed with minimally qualified individuals from other functional areas or through the assignment of military personnel.

Implementation of a viable, progressive EEO program managed by fully qualified individuals is extremely important. Army EEO Officers must be technically proficient, have credibility with both employees and management, and also be trusted advisors to their Commanders.

I am requesting that EEO Officer positions at all levels be filled with civilians who are fully qualified. This includes applicants from Priority Placement Program Lists. Assignment to EEO Officer positions will normally be through central career referral. The Functional Chief's Representative (CP 28) or MACOM EEO Director will participate in the selection process. As a minimum, participation will include contacting the selecting officials to provide guidance and assistance in defining selection criteria and recommending candidates for selection. Any position that has been vacant for 60 days or more will be reported to the EEO Agency (EEOA) for assistance. In such cases the EEOA will provide assistance in filling the position using various means.

Any questions about this policy should be directed to my Deputy for EEO Policy, Mr. Luther L. Santiful, at DSN 327-1976 or (703) 607-1976.

Sara E. Lister  
Assistant Secretary of the Army  
(Manpower and Reserve Affairs)

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